

## FAST FACTS:

# A LETTER WRITER'S GUIDE

As a leader in the business community, it is very important to share your opinions and views with those who represent us in government at all levels – federal, state, and local. Concurrently, elected officials want to hear from their constituents. They rely on your expertise and input when deliberating on the issues that confront them. We hope that this Chamber resource will provide information and guidance to make it easy for you to communicate with your government officials.

### **DO:**

1. Write on your personal or business letterhead and sign your name over your typed signature at the end of your message.
2. Be sure your exact return address is on the letter, not just the envelope.
3. Limit your letter to ONE subject. Identify the issue clearly; by name and bill number when possible.
4. State your reason for writing clearly – your own personal experience is best.
5. Explain how the issue would affect you.
6. Be reasonable in your request for action.
7. Ask your legislator to state his or her position on the issue– as a constituent you are entitled to know.
8. Thank your legislator when appropriate.

### **DON'T:**

1. Ask for the impossible or threaten your legislator.
2. Use stereotypical phrases and sentences that might give the appearance of being “form letters.”
3. Forget the timing aspect of your letter. Try to send your views while an issue is still relevant and your legislator can take action on it.
4. Try to address every issue that comes up or become a constant “pen-pal.” Quality rather than quantity is the key!

### **ADDRESSES:**

In addressing a letter, always use “The Honorable (Full Name)” for all elected officials regardless of the level of government.

### **CLOSINGS:**

Sincerely Yours, Very Truly Yours, or Respectfully Yours

## **LOCAL OFFICIALS**

### **CHAMPAIGN**

Mayor Don Gerard  
City of Champaign  
102 N. Neil St.  
Champaign, IL 61820  
217.403.8720

### **URBANA**

Mayor Laurel Prussing  
City of Urbana  
400 S. Vine St.  
Urbana, IL 61801  
217.384.2456

### **RANTOUL**

Mayor Charles Smith  
Village of Rantoul  
333 S. Tanner  
Rantoul, IL 61866  
217.892.6802

### **MAHOMET**

Village President Patrick Brown  
Village of Mahomet Administration Building  
503 E. Main St.  
Mahomet, IL 61853  
217.586.4456

### **ST. JOSEPH**

Mayor B.J. Hackler  
St. Joseph Village Office  
207 E. Lincoln  
St. Joseph, IL 61873  
217.469.7371

### **SAVOY**

Village President Robert McCleary  
Savoy Municipal Center  
611 N. Dunlap  
Savoy, IL 61874  
217.352.6686

### **CHAMPAIGN COUNTY BOARD**

Chair Alan Kurtz  
1776 E. Washington  
Urbana, IL 61802  
217.384.3772

## **ILLINOIS GENERAL ASSEMBLY**

Senator Michael Frerichs (D-52)  
124 Capitol Building  
Springfield, IL 62706  
217.782.2507

Senator Chapin Rose (R-51)  
M103F Capitol Building  
Springfield, IL 62706  
217.558.1006

Representative Bill Mitchell (R-101)  
632 Capitol Building  
Springfield, IL 62706  
217.782.8163

Representative Adam Brown (R-102)  
314 Capitol Building  
Springfield, IL 62706  
217.782.8398

Representative Naomi D. Jakobsson (D-103)  
257-S Stratton Building  
Springfield, IL 62706  
217.558.1009

Representative Chad Hays (R-104)  
222-N Stratton Office Building  
Springfield, IL 62706  
217.782.4811

Governor Pat Quinn  
State House, Room 207  
Springfield, IL 62706  
217.782.0244

## **U.S. CONGRESS**

Senator Richard Durbin  
711 Hart Senate Office Building  
Washington DC, 20510  
202.224.2152

Senator Mark Kirk  
524 Hart Senate Office Building  
Washington DC, 20510  
202.224.2854

Congressman Rodney Davis (R-13)  
1740 Longworth House Office Building  
Washington DC, 20515  
202.225.2371

Congressman John Shimkus (R-15)  
2452 Rayburn House Office Building  
Washington DC, 20515  
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